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**APPENDIX J-1**

**Quality Management Plan**

# **Quality Management Plan for Environmental Programs**

*Submitted by*

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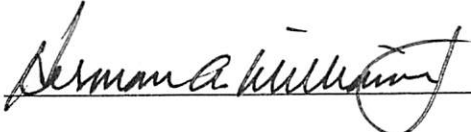
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July 2002

Project No. 216-1598-012 (07-04)

## APPROVALS

I have reviewed this Quality Management Plan. I am committed to the principles expressed herein and will work diligently to implement the requirements of the Plan.

Signed: , Tribal Chairman

Name (print): HERMAN A. WILLIAMS, Jr. Date: 07.12.02

Signed: , Quil Ceda Village Manager

Name (print): JOHN R. McCOY Date: 07.12.02

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## ACRONYMS

EPA	U.S. Environmental Protection Agency
QA	quality assurance
QAPP	Quality Assurance Project Plan
QMP	Quality Management Plan
SAP	Sampling and Analysis Plan

# 1. INTRODUCTION

The Tulalip Tribes and Quil Ceda Village (hereafter collectively referred to as "The Tribes") is committed to wise resource use and thoughtful environmental stewardship to maintain reservation lands, air, and water in a high quality that honors the past, enhances the present, and benefits the future. This Quality Management Plan (QMP) describes The Tribes requirements for quality management.

The primary goals of The Tribes' Quality System for environmental programs is to ensure that:

- Environmental programs and decisions are supported by data of the type and quality needed and expected for their intended use.
- Decisions involving the design, construction, and operation of environmental technology are supported by appropriate quality assured engineering standards and practices.

This QMP is intended to be used primarily by Tribal Leaders and senior management officials as a tool to aid in setting quality goals and standards, and in evaluating actions and results for compliance with these goals and standards. Tribal staff and contractors must prepare program/project specific quality plans to support specific activities.

## 1.1 RESPONSIBILITIES

Figure 1-1 provides an organization chart for Tribal Government. The Tribal Chairman and the Quil Ceda Village City Manager both hold primary responsibility for implementing this QMP within their respective organizations. The Tribal Board of Directors and the Quil Ceda Village elected officials are responsible for ensuring the Tribal Chairman and the City Manager meet their responsibilities.

## 1.2 SCOPE

This Plan applies to significant environmental programs that collect environmental data or use such data for decision-making. Environmental data are any measurements or information that describes environmental processes or conditions, or the performance of environmental technology (i.e., treatment systems, pollution control devices, etc.). "Significant" environmental programs are those programs that have a reasonable potential to affect human health or cause serious environmental damage, including operation of major environmental technology such as wastewater treatment plants serving the equivalent of more than ten single-family residences.

The intent of this definition is to include environmental programs that are large in scope and are collecting data to support major decisions, and to exclude programs that are small in scope and are collecting data of limited importance.

## 1.3 APPLICABILITY

All Tribal departments and staff conducting significant environmental programs shall comply with the requirements of this Plan. Tribal contractors responsible for collection of significant environmental data must also be required by contract to comply with this Plan.

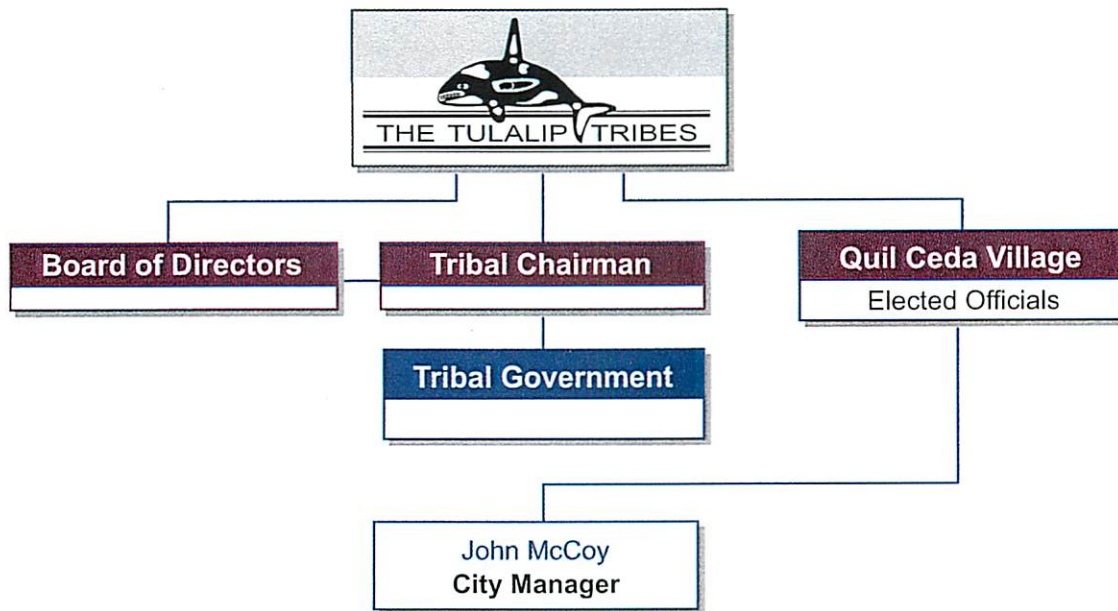


Figure 1-1  
Tulalip Tribal Government  
Organizational Chart

#### **1.4 COMPLIANCE**

It is the policy of The Tulalip Tribes to comply with all valid written environmental contracts, agreements, and permits, and to collect, manage, and report data as required by these documents to the applicable governing body in a timely manner. Any Tribal staff person who is aware of instances where compliance is deficient and/or not timely shall promptly provide written notice to Tribal management.

#### **1.5 PLAN REVIEW AND AMENDMENT**

The Plan must be reviewed at least annually to reconfirm its suitability and effectiveness. All plan reviews shall be documented.

Significant revisions to this Plan must be submitted to the U.S. Environmental Protection Agency (EPA) for approval. Significant revisions could include major changes in mission and responsibilities, tribal management reorganization, and assessment findings requiring significant corrective actions and response.

Every five years, the entire Plan must be resubmitted to EPA for approval.



## 2. MANAGEMENT RESPONSIBILITIES

Tribal and Quil Ceda Village management shall complete the following actions to implement this Plan:

- Maintain a copy of the Plan on file.
- Provide a copy of the Plan to new senior managers and other staff as appropriate.
- Periodically reaffirm and reiterate to staff The Tribes' commitment to the Plan and management's expectation of adherence to the Plan requirements.
- Inquire into project quality measures and documentation when making significant decisions based on environmental data.
- Annually, request quality reports from managers responsible for significant environmental programs implemented or operated during the preceding year, and review the reports for adherence to QMP requirements.
- Annually, audit selected programs and/or departments for adherence to the quality requirements in this Plan.
- Implement corrective action in the event of quality deficiencies.
- Provide resources including funding, equipment, labor, and training to allow implementation of this Plan, and implementation of program specific quality measures.
- Resolve disputes related to quality management.
- Annually review this QMP and amend as necessary.

### 3. QUALITY PLAN ELEMENTS

This section describes the elements of the QMP for significant environmental programs.

#### 3.1 PROJECT QUALITY DOCUMENTS

Significant environmental programs must be well planned and executed to ensure successful completion. Therefore, prior to beginning data collection, each program shall prepare a Quality Assurance Project Plan (QAPP) to describe the following:

- Project purpose/goal, including key decisions that might be made using the data.
- Data quality objectives (for representativeness, accuracy, precision, and completeness, at a minimum).
- Quality organization and responsibilities [Project Manager and Project Quality Assurance (QA) Officer]. The Project QA Officer must be someone other than the Project Manager or the persons responsible for data collection, and must be organizationally independent from the Project Manager (i.e., the QA Officer cannot report directly or indirectly to the Project Manager).
- Project documentation.
- Equipment calibration procedures and preventative maintenance.
- Laboratory test methods.
- Quality control samples.
- Data management, including reduction, validation, storage, and reporting methods.
- Corrective action procedures.
- Quality reports to management.
- Quality audits.

Prior to each individual data collection effort, a Sampling and Analysis Plan (SAP) shall be prepared to describe the following:

- Project responsibilities (sampling, testing, and data processing/validation).
- Field sampling (including locations, frequencies, collection procedures, handling methods).
- Sampling testing/analysis parameters.
- Reference to, and procedures for, implementation of the requirements listed in the QAPP.

Following each data collection effort (or annually for ongoing programs), a brief Data Collection Memorandum shall be prepared that:

- Documents adherence to the QAPP and SAP.
- States the extent to which the data meet the project data quality objectives.
- States any limitations on use of the data due to quality deficiencies.
- Recommends improvements for future data collection activities.

### **3.2 QUALIFICATIONS, TRAINING, LICENSES, AND CERTIFICATIONS**

All persons participating in significant environmental programs shall be appropriately qualified, through education or experience, to complete their assignments.

Persons involved in significant environmental programs shall have completed formal training programs and hold current licenses and certifications as appropriate. The Tribes will use the laws and regulations of Washington State as a guide to determining appropriate licensing and certification requirements.

### **3.3 CONSTRUCTION AND PROCUREMENT**

All significant environmental programs that involve construction, procurement, operation, and maintenance of environmental technology shall implement the following process:

- Documenting specifications for construction work, equipment, and services.
- Reviewing submittals of literature, information, and/or samples from vendors and contractors to ensure compliance with specifications.
- Construction/service observation to verify compliance with specifications and submittals.

### **3.4 RECORD KEEPING**

All documents and records shall bear the following information, at a minimum:

- Project name.
- Author's name.
- Date prepared.

All documents and records shall be organized and maintained in project-specific files. Documents and records shall be retained for a period of at least five years. Records shall be retained for a longer period where specifically required by law or other requirements.

### **3.5 REPORTS TO MANAGEMENT**

- Project Managers – Annually by February 28, all project managers of significant environmental programs shall prepare a brief report to management describing adherence of their programs to elements of this QMP.
- Quality Assurance Officers– Additionally, annually by February 28, all quality assurance officers for significant environmental programs shall prepare a brief report to management describing their QA work and conclusions.